

Step-by-Step ☺

25 Steps for Writing a Good Character Sketch:

- Step #1.** Brainstorm character traits (revealing personality!) for each character in the book.
- Step #2.** Brainstorm examples from the book that demonstrate these character traits.
- Step #3.** Narrow your focus: Choose ONE character to focus on.
- Step #4.** Narrow your traits: Choose THREE traits (for this character) to focus on. Make sure that you're including at least one spoken QUOTE from the book.
- Step #5.** Complete a graphic organizer, detailing 3 specific examples (including quotes) from the book that demonstrates these traits: 1 action, 1 spoken quote, and 1 "other".

Create a Rough Draft

Next, on a separate sheet of paper, do the following:

- Step #6.** Skip lines on your paper so that you'll have enough room to make edits.
- Step #7.** Create an introductory sentence that reveals & introduces the name of the book (*be sure to UNDERLINE book titles!*), the author's name, the character's name and "who" he/she is (*i.e. The main character, so-and-so's father*), and your character trait. This should go *before* the sentences
- Step #8.** Refer back to step 5. Write your traits again into complete sentences (a rough draft). Use "quotation marks" around the entire quote—and copy it exactly (punctuation and all)!
- Step #9.** Create a "summary sentence" to come at the end which restates what you've just written. Repeat the character's name, trait & sum up the paragraph. (*For example, "These details from the story show that ... (character) ... is (character trait).*)
- Step #10.** **Repeat this process for additional paragraphs—Make a new paragraph for every new character trait.**
- Step #11.** Create a title (*It should have the character's name in it and/or something about him/her.*)
- Step #12.** Proofread to make sure it makes sense.

Prepare for Revision #1

- Step #13.** Add transitional words to your rough draft. **At minimum**, add a transitional word to introduce each new character trait and each example that demonstrate the trait. (*Not sure what transitional words are? Choose from below!*) ☺

To add to something you've already stated:		To make a comparison or 2 or more things:	To concede to something (admit to something):	To show a contrast in 2 or more things:
again, also, and, and then, besides, equally important, finally, first, further, furthermore, in addition, in the first place, last, moreover, next, second, still, too		also, in the same way, likewise, similarly	granted, naturally, of course	although, and yet, at the same time, but at the same time, despite that, even so, even though, for all that, however, in contrast, in spite of, instead, nevertheless, notwithstanding, on the contrary, on the other hand, otherwise, regardless, still, though, yet
To try to emphasize something:	To introduce that you're about to show an example:	To introduce a summary you're about to give:		To show the passing or sequence of time:
certainly, indeed, in fact, of course	after all, as an illustration, even, for example, for instance, in conclusion, indeed, in fact, in other words, in short, it is true, of course, namely, specifically, that is, to illustrate, thus, truly	all in all, altogether, as has been said, finally, in brief, in conclusion, in other words, in particular, in short, in simpler terms, in summary, on the whole, that is, therefore, to put it differently, to summarize		after a while, afterward, again, also, and then, as long as, at last, at length, at that time, before, besides, earlier, eventually, finally, formerly, further, furthermore, in addition, in the first place, in the past, last, lately, meanwhile, moreover, next, now, presently, second, shortly, simultaneously, since, so far, soon, still, subsequently, then, thereafter, too, until, until now, when

Step #14. Proofread your writing again. Does it make sense? Read it out loud to make sure. Better yet, have someone else read it out loud to you! That way, you'll be able to hear if it sounds the way it sounded in your head when you wrote it.

Prepare for Revision #2

Step #15. Add more detail and context. In, or after, each sentence containing your character trait example, elaborate. Provide any background information that needs explaining and/or describe the situation that was going on in the story during the time that your character demonstrated that character trait. (*Remember, you want to have at least 3 examples from the text that supports and demonstrates each character trait!*)

Step #16. Proofread again. This time, not only for clarity but also for spelling, punctuation, grammar, etc.

Prepare for Publication: Type your final draft

Step #17. Open a word document and change the font to **Times New Roman**. Change the **font size to 12**.

Step #18. Right-click on the page and choose "Paragraph". When the smaller screen opens, look to the middle-right hand side and find "Line spacing". Choose "double" in the drop-down options.

Step #19. In the upper LEFT hand side of your word document , make a heading like this:

Your name

Mrs. Tolin

Language Arts – Period ____

November __, 2012

Step #20. Under your heading, type your title—CENTER it to the page.

Step #21. Now, begin typing your paper. Be carefully not to leave out any necessary punctuation (including "quotation marks", commas and apostrophe marks!). When you want to indent for a new paragraph, DO NOT USE THE SHIFT BAR; USE THE "TAB" BUTTON.

Step #22. Before submitting your paper for a final grade, do the final 2 most important steps:
1) Proofread one more time—make sure you didn't type anything incorrectly.
2) Compare your paper to the rubric. Did you do *everything* the rubric required?

Step #23. Make sure you've completed all 25 steps described on this paper. If you have, sign at the bottom of this page.

Step #24. Prepare all necessary paperwork to be turned in, stapled in this order: (1) Final draft on top, (2) then your rough draft(s), (3) Character Sketch graphic organizer, (4) this "25-Steps" page, and (5) put your rubric on the bottom. Put an arrow, star or highlight the box on your rubric to mark which "level" you chose to complete.

Step #25. Turn it in to your teacher ON TIME. ☺ Be proud; you've worked hard! Celebrate! ☺

I, _____ (your name), confirm
that I completed all 25 steps to create and publish a well-
developed Character Sketch to the best of my ability! ☺